**Assistant Director of Symons Recreation Complex**

Synopsis:

As the Assistant Director of Symons Recreation Complex, you will play a pivotal role in assisting the Director in daily operations. The Assistant Director will be responsible for staff scheduling, supervising customer services functions, monitoring accounting functions, updating program schedules, create monthly member billing, attend a monthly board meeting, create a monthly newsletter, and provide oversight to staff required training. The ideal candidate should contain a background as a recreation management. The candidate must be able to provide a balance with programming, aquatics, and recreation.

Qualifications:

* High school diploma with two years of experience, supervising personnel or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
* Recreation management experience in aquatics.

Wages and Benefits:

* Job Type: Full-Time at 40 hours/week expected
* Wages: $20.90 - $21.82 per hour
* Benefits: Dental, Health, and Life Insurance, Paid Time Off, Wisconsin Retirement System, & Flexible Spending Account

How to Apply:

Interested candidates are invited to submit a resume, cover letter, and professional references to:

**Email**: [justin.siemens@co.richland.wi.us](mailto:justin.siemens@co.richland.wi.us)

Please include “Assistant Director Symons Recreation Complex” in the subject line.

**Mail**: ATTN: Justin Siemens, Assistant Director Symons Recreation Complex.

County Clerk /Administrator Office

181 W Seminary St

PO Box 310

Richland Center, WI 53581

**Applications will be reviewed as received.**

Deadline for application: Open until filled.

Equal Opportunity Employer:

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.